WEB DESIGN PROJECT CONTRACT

Detailed Website Design & Development Agreement

Agreement No.: [REF-0000] Effective Date: [MM/DD/YYYY]

SECTION 1 — PARTIES

DESIGNER / AGENCY	CLIENT
Business Name: [BUSINESS NAME]	**Business Name:** [BUSINESS NAME]
Contact: [CONTACT]	**Contact:** [CONTACT]
Email: [EMAIL]	**Email:** [EMAIL]
Address: [ADDRESS]	**Address:** [ADDRESS]

SECTION 2 — PROJECT OVERVIEW

Website name / URL	**[NAME / DOMAIN]**
Purpose	**[E.G. LEAD GENERATION, ONLINE STORE, PORTFOLIO]**
Platform / CMS	**[WORDPRESS / SHOPIFY / CUSTOM / OTHER]**
Start date	**[MM/DD/YYYY]**
Target launch	**[MM/DD/YYYY]**

SECTION 3 — SCOPE — PAGES & FEATURES INCLUDED

- ☐ Home, About, Services, Contact pages (**[NUMBER]** pages total)
- ☐ Blog / news section
- ☐ E-commerce with up to **[NUMBER]** products
- ☐ Contact / quote forms
- ☐ Booking or appointment system
- ☐ Responsive design for mobile and tablet
- ☐ Basic on-page SEO setup (titles, meta, sitemap)
- ☐ Analytics installation
- ☐ Content upload by Designer (up to **[NUMBER]** pages)
- ☐ Other: **[SPECIFY]**

SECTION 4 — MILESTONES & PAYMENT SCHEDULE

Phase	Deliverable	Due Date	Payment
1. Deposit	Project kickoff	On signing	**[AMOUNT]**
2. Design	Homepage & inner page mock-ups		
3. Build	Development site for review		
4. Launch	Go-live & handover		
		TOTAL	**[TOTAL]**

SECTION 5 — PRICING MODEL

- ☐ Fixed project fee (scope as listed above)
- ☐ Hourly rate of **[RATE]**, estimated **[HOURS]** hours, cap **[HOURS]** without approval
- ☐ Additional work / change requests billed at **[RATE]** per hour

SECTION 6 — HOSTING, DOMAIN & THIRD-PARTY COSTS

Item	Provided By	Paid By	Registered To
Domain name			
Hosting			
Premium theme / plugins			
Fonts / stock images			
Email / other services			

SECTION 7 — RESPONSIBILITIES, REVISIONS & OWNERSHIP

7.1 Client content. The Client supplies all text, images, logos and access credentials by **[DATE]**. Deadlines move by the length of any content delay.

7.2 Revisions. Includes **[NUMBER]** revision rounds at design stage and **[NUMBER]** at build stage. Approvals must be given in writing (email is sufficient).

7.3 Ownership. On full payment, the Client owns the final design, content and custom code. The Designer retains its pre-existing frameworks and may show the work in its portfolio.

7.4 Support. Bug fixes within **[NUMBER]** days of launch are free. Optional maintenance: **[AMOUNT]** per month covering **[UPDATES, BACKUPS, SECURITY]**.

7.5 Termination. Either party may terminate with **[NUMBER]** days' notice. Fees for completed milestones and work in progress are payable.

SECTION 8 — LAUNCH HANDOVER CHECKLIST

- ☐ Admin logins for CMS, hosting and domain
- ☐ Source files and design assets
- ☐ Backup of the completed site
- ☐ Short user guide or training session

SECTION 9 — SIGNATURES

By signing below, the parties confirm they have read, understood and agree to every section of this Agreement.

Party	Signature	Printed Name & Date
Designer / Agency		[NAME] · [DATE]
Client		[NAME] · [DATE]